

**English 100: Introduction to College Writing  
Spring 2006**

Missouri Western State University  
College of Liberal Arts and Sciences  
Department of English, Foreign Languages, and Journalism

Section 1: MWF 8:00 – 8:50, Murphy 104  
Writer's Workshop: MW 9:00 - 9:50, Eder 214 and Murphy 120

**Theme: The Looking Glass**

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**Required Texts and Course Materials:**

*Introduction to College Writing: English 100*. Second Edition. Boston: McGraw Hill, 2005.  
Bragg, Rick. *All Over but the Shoutin'*. New York: Vintage, 1997.  
*English 100 Writer's Workshops*. Spring 2006 ed.

**Course Goals and General Policies are found on pages vii-ix on the English 100 textbook.**

**Course Information**

I imagine you have heard before how necessary it is to be a good reader and a good writer if you wish to succeed in college. I know that when I was a high school teacher I was guilty of preaching this message. When I see myself giving that lecture, I recall the rows of rolling eyes, gaping yawns, and bored sighs. So I hesitate to tell you that this is what this class is all about. Over the next semester you will discover the reading and writing strategies that work best for you.

I hope you noticed that last sentence. "You will discover the reading and writing strategies that work best for you." The emphasis here is on you and your attention to the topics. I know that you will not survive in this course if you come to class unprepared, if you do not revise your writing, if you do not ask questions, if you wait until the last minute to draft an essay or build a portfolio. I also know that you probably will succeed if you become a "mirror maker," someone who connects reading and writing to your life, to your experiences, and who reflects on the impact of these connections. That is why the theme of this course is **The Looking Glass**; the course will provide you with the time to reflect on, to study and to express your ideas about yourself.

**Writing Tasks:**

You will complete four major writing tasks and submit a course portfolio. A student who does not turn in all four tasks or submit a course portfolio will not pass the course even if the grades achieved in the other writing tasks are satisfactory.

Each task will focus on a theme. A variety of class activities including assigned readings, class discussion, and multiple drafts reflecting response group suggestions will accompany each writing task.

The Tasks are:

- **Task One: The Memoir.** Write a narrative essay about an experience in your life that has had a significant effect on you and has changed you and your beliefs in some important way.
- **Task Two: The Mentor.** Write a profile of a person who has positively or negatively influenced your life.
- **Task Three: The Question.** After raising a course question on a critical issue, research the questions and teach the audience your response.
- **Task Four: The Argument.** Write an argumentative essay to persuade the audience of your position.
- **Portfolio.**

**Portfolio:**

Each of the tasks mentioned above and other writings will be revised and collected in an end-of-course portfolio. The portfolio will account for approximately 60 percent of your course grade. A portfolio allows your final grade to be based on your best writing; it places you in control of the quality of your writing. The portfolio, due at the end of the semester, will include published drafts of your essays, previous drafts and responses of at least one essay, selected course writing, and a final essay. I will evaluate the portfolio and return it by the final exam.

Since writing is a process, I encourage you to revise your essays throughout the semester. I will respond to your essays with written comments; I will hold a series of revision workshops throughout the semester; I will be available to confer with you about your writing throughout the semester. But I will not assign a grade to any essay until it is published in the portfolio.

**Process Folder:**

Each task will conclude with the submission of a process folder, a collection of the work that led to the essay. No essay will be accepted without a process folder. The folder will include:

- Polished draft of the essay;
- Working drafts of the essay with peer group responses attached;
- In-class reflection and questions.

Each process folder will be graded and returned. The process folder will evaluate work on the task, but it will not evaluate the essay. No essay will receive a grade until it is published in the portfolio.

**Reading, Journal, Quizzes, and In-class Participation:**

You will be expected to participate fully in all class activities. Missing work, of course, receives a zero.

**Grading:**

The components of your grade in the course are:

- Process Folders, Reading, Journal, Quizzes, Participation, and Final Exam.....40%
- Portfolio .....60%

**Essay Format:**

Papers must be word-processed, double-spaced and use a 12-point font such as Times New Roman or Century. Be sure to save each assignment on the university's "P" drive, a computer disk or jump drive, and keep a hard copy of each assignment for yourself.

**Late Work:**

Late assignments will not be accepted unless you receive permission. If you are facing difficulties in completing a task paper, discuss the problems with me before the deadline. During our conference, we will work out a plan to complete the assignment.

**Conferences:**

I will schedule several conferences throughout the semester. My office hours are listed above if you wish to drop by. I will also bring my calendar to every class to schedule appointments. If at any time during the semester, you do not understand an assignment or a task, see me to discuss the confusion.

**Center for Academic Support:**

In addition to conferences with me, you may find help with your writing at the Center for Academic Support. There is no cost to students for using these services. I encourage you to make use of these services throughout this course.

**Policies****Attendance:**

For this class to be successful and for you to be successful in it, attendance is mandatory. I expect you to be on time and ready to participate for every class meeting. **A course failure will be recorded on the date of the seventh class absence or on the date of the fourth missed Writer's Workshop.** In counting absences, I will follow my attendance record, not my memory. If you arrive late, see me after class so I can adjust my record. If not, you will be counted absent. If you know of any circumstances likely to make this policy difficult for you this semester, you should consult with your advisor and me to review your options.

Due to the noise in the hallway, I will close the classroom door shortly after the beginning of class. If you arrive after the door is closed, please do not disturb the class by knocking.

If you miss a class session, you are responsible for all material covered and all assignments given during your absence. All out-of-class assignments are due at the beginning of the class period. No late assignments will be accepted unless you have received prior permission from your teacher.

**Academic Honesty Policy:**

Plagiarism is an act of theft. It is taking another's words or ideas and calling them your own. That does not mean you cannot use another's words or ideas to illustrate and to support your thoughts, but it does mean that you must give credit to the one whose words and ideas you are using.

If I find evidence of cheating or plagiarism, you have the burden of showing that you have in fact written the paper. You should keep thorough evidence of your writing processes for all papers so that you can meet this burden of proof. You will receive a grade of F for any paper that shows sufficient evidence of cheating and/or plagiarism. Stronger evidence proving flagrant cheating and/or plagiarism may lead to stronger penalties. Please note carefully the statement on plagiarism on the departmental web site, found at <http://www.missouriwestern.edu/EFLJ/plagiarism.asp>.

**Civility and Cooperation:**

Missouri Western requires all students to help us maintain good conditions for teaching and learning. All students will treat their classmates, teachers, and student assistants with civility and respect, both inside and outside the classroom. Students who violate this policy may, among other penalties, be counted absent and asked to leave. You should review your Missouri Western student handbook for further information.

**Student Disability:**

Any student in this course who has a disability that prevents the fullest expressions of abilities should contact Missouri Western's special needs coordinator, Michael Ritter, for possible certification of special needs and expert recommendations for assistance. You should also contact me personally as soon as possible so that we can discuss class requirements.